



Erie County Assigned Counsel Program

Job Title:	Paralegal/Legal Assistant	Job Category:	Non-Exempt
Department/Group:	Family Court	Job Code/ Req#:	Job Code/ Req#
Directly Reports to:	Second Deputy Administrator	Supervises:	N/A
Location:	In-office – 8 am to 4 pm 1 remote day per week Occasionally at Family Court	Travel Required:	N/A
Level/Salary Range:	\$50,000 - \$60,000	Position Type:	Full-time

Job Description

Role and Responsibilities

The Family Court Paralegal (FCP) will provide support to the Family Court Division by performing legal and clerical tasks. The FCP's duties include, but are not limited to:

- Legal writing (including motions, memorandum of law, etc.) and research as directed by the Second Deputy, the Deputy for Child Welfare, or by request from a panel member.
- Assist with case assignments and other data entry into the Program's case management software.
- Create and maintain the Article 10 AOD Calendar.
- FC Continuing Legal Education Programs: set up, monitor, and provide CLE certificates.
- Create and send Constant Contact messages to FC panel members as directed by Deputies
- Maintain knowledge of current Family Court case law.
- Maintain knowledge of pending or enacted legislative changes to the Family Court Act, the Domestic Relations Law, the Social Services Law and/or other matters directly affecting Family Court practice and advise Deputies regarding same.
- Provide support to the Article 10 Pre-petition Outreach Program, including staffing of the Pre-Petition Hotline.
- Assist to find and write grant applications to increase Family Court Division funding.
- Update and maintain ACP's Family Court online resources.
- Address issues related to panel attorney vouchers in the Program's case management software.
- Respond to inquiries from the Family Court or its staff.
- Such other duties as assigned by the Program Director or the FC Deputies.

Qualifications and Education Requirements

A bachelor's degree from an ABA-approved paralegal education program. A combination of paralegal job experience and an associate degree from an ABA-approved paralegal education program may be considered; a combination of paralegal job experience and a current paralegal certification may be considered; extensive paralegal job experience in a Family Law environment may be considered.

Required Skills

- Proficiency with the Microsoft 365 suite (Outlook, Word, Excel, PowerPoint, OneDrive, Teams, OneNote) and Adobe Acrobat required.
- Excellent research and writing skills.
- Experience in family law.
- Grant writing experience.

Preferred Skills

- Ability to multi-task
- Ability to work well and communicate respectfully with others, including ACP colleagues, panel attorneys, support staff and clients.
- Ability to work and communicate accurately.
- Ability to take direction and carry it out.
- Ability to learn how to use new software systems.
- Decision making skills.
- Bi-lingual or multi-lingual.

Additional Notes

The Assigned Counsel Program is an Equal Opportunity Employer.

Reviewed By:	Yvonne Vertlieb	Date:	3/20/2024
Approved By:	Michelle Parker	Date:	3/13/2024
Last Updated By:	Yvonne Vertlieb	Date:	7/30/2024
Approved By:	Michelle Parker	Date:	7/30/2024